

**JOB DESCRIPTION**  
**MURFREESBORO WATER AND SEWER DEPARTMENT**  
**ADMINISTRATIVE SUPPORT SPECIALIST - WASTEWATER**

- 1. JOB TITLE:** ADMINISTRATIVE SUPPORT SPECIALIST – WASTEWATER
- 2. DEFINITION:** This is a secretarial and clerical position responsible for providing support to the Wastewater Treatment Plant Superintendent and the staff. The position is under the direct supervision of the Wastewater Treatment Plant Superintendent. All employees are responsible to the Director and the City Manager. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to post accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.
- 3. EQUIPMENT/JOB LOCATION:**
  - a. This position requires the use of personal computers, multi-line telephone system, and other standard office equipment and vehicles.
  - b. The primary job location is in the Wastewater Treatment Plant. All City facilities and vehicles are smoke-free.
- 4. ESSENTIAL FUNCTIONS OF THE JOB:**
  - a. Prepares reports, spread sheets, requisitions and time sheets.
  - b. Establishes and maintains central files and records for the Wastewater Treatment Plant.
  - c. Transcribes data from laboratory worksheets to report forms.
  - d. Maintains chain-of-custody records.
  - e. Obtains pricing and prepares requisitions for plant and laboratory purchases.
  - f. Answers telephone, directs calls.
  - g. Screens and routes visitors.
  - h. Sorts and delivers mail.
  - i. Transports samples and runs errands involving driving.
  - j. Enters employee work records into the payroll database.
  - k. Intermittently stoops, stands, walks.
- 5. EXAMPLES OF OTHER WORK TO BE PERFORMED:**
  - a. Provides general clerical and secretarial support to the Wastewater Treatment Plant Superintendent and staff.
  - b. Performs other duties and special projects as assigned.

## **6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. High school diploma or equivalent required; course work in typing, personal computers and secretarial skills preferred.
- c. Five (5) years prior secretarial or related administrative support required.
- d. Must have legal authorization to work in the United States.
- e. Must have a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle.
- f. Must have good working knowledge of personal computers, Microsoft Word and Excel.
- g. Must have good typing skills, both accuracy and speed required.
- h. Must have a good reputation for and the ability to maintain confidentiality.
- i. Must have the ability to report for work on time and to perform the duties of the job for the complete workday.
- j. Must have the ability to perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- k. Must have the ability to establish and maintain an effective working relationship with co-workers and the public.
- l. Must be capable of intermittent sitting, standing, lifting, stooping and walking.
- m. Must have good knowledge of English, punctuation, spelling and commercial arithmetic.
- n. Must have excellent English communication skills, both written and oral.
- o. Must have the ability to use good judgment and human relations skills to effectively deal with the public and/or City employees, some of whom may be irate or unreasonable.
- p. Must have the ability to concentrate and accomplish tasks despite interruptions.
- q. Must have the ability to perform a variety of tasks simultaneously or in rapid succession.

Non-Exempt  
Non-Safety Sensitive  
August 15, 2005